

**PLAN SUBMITTAL REQUIREMENTS
FOR HOSPITALS AND NURSING HOMES
AND
Attached Building Areas with Other Uses**

Where are building, HVAC and fire system plans submitted?

All building & HVAC plans with buildings that contain hospital and/or nursing home functions shall be submitted to the Department of Health and Family Services (DHFS), Division of Supportive Living at:

Bureau of Quality Assurance
Plan Review Clerk
P.O. Box 2969
Madison, WI 53701-2969
Phone 608-267-1442
E-mail: zimmegd@dhfs.state.wi.us

Plans for Plumbing Systems, Private onsite waste water treatment, elevators, boilers, mechanical refrigeration systems, etc. are required to be submitted to Safety & Buildings.

When does Safety & Buildings Division review the building, HVAC, and fire system plans?

Safety and Buildings (S&B) will only be involved in the **Building, HVAC and Fire System Plan Review** of a health care facility, with or without attached non-healthcare uses, if the plan indicates an unpierced 4-hour firewall or a pedestrian access way separates the non-healthcare portions from the health care portion.

If that situation occurs, DHFS will review the healthcare portion and S&B will review the non-healthcare portion, including the 4-hour firewall or pedestrian access way.

What happens when a joint review occurs?

Upon DHFS determination that a joint review will occur, DHFS will contact S&B to schedule a plan review time for the non-healthcare portion. DHFS will coordinate with the submitter and forward one copy of the properly signed and sealed plans along with the appropriate S&B fees and the completed S&B application form to the Madison S&B Office.

S&B will review the plan and E-mail the plan review action letter to DHFS for inclusion or as an attachment to the DHFS letter of review.

If the plan is held for additional information by either agency, plan revisions or additional information will again be submitted to DHFS. DHFS will forward one copy of the revised plan submittal to S&B. S&B will review the re-submittal within 5 working days of receipt by the S&B staff. E-mail will be used to send the letter to DHFS to include with their approval correspondence to the submitter.

How are the fees determined?

Fees for that part of the building determined to be reviewed by Bureau of Quality Assurance shall be calculated utilizing the fee tables and instructions found on the Department of Health and Family Services Plans Approval Application Form DSL-2333.

Fees for that part of the building determined to be reviewed by Safety & Building shall be calculated utilizing the fee tables and instructions found on the Department of Commerce Buildings, HVAC, and Components Application For Review Form SBD-118.

What happens in a preliminary review?

Since DHFS will be the primary contact for initial submittal, DHFS will conduct the preliminary* reviews and written question(s)/answer(s).

In cases where DHFS determines that an unpierced Building Division Wall separates the non-healthcare portion from the healthcare portion, DHFS will forward those plans to S&B for a preliminary review. The agency reviewing the portion of the building will conduct the written question(s)/answer(s) for the respective part of the building that they will be reviewing and share with the other agency.

(*NOTE: This term is used differently between agencies. DHFS preliminary is true preliminary review and is usually mandated. S&B preliminary is a written response to specific questions, not a cursory review of the project.)

Who issues permission to start?

The reviewing agency will be responsible for permission to start** on the portion it will be reviewing.

(**NOTE: The DHFS may issue a permission to start for demolition prior to alteration work as well as for new footings and foundation work. S&B only issues permissions to start for footing and foundation work up to grade and does not require plan approval prior to demolition. S&B permission to start procedure is to require either a footing and foundation submittal or a complete building plan be submitted for review prior to issuance of a permission to start.)

Can footing/foundation plans be submitted for review so construction work can begin before the complete building plans are finished?

In lieu of complete plans, a designer may submit footing and foundation plans for review and approval, then submit the full building plans at a later date. These plans should also be submitted directly to DHFS and the procedures mentioned above will be followed.

How is a Petition for Variance filed?

All petitions for buildings that contain health care facilities shall be submitted to DHFS. DHFS will follow procedures similar to those for plan review. Contact DHFS for required forms.

